



Position: Administrative Lead

About Organize To Scale™

<http://www.organizetoscale.com>

Organize To Scale™ helps real estate syndicators and content creators get way more done with way less headache.

We accomplish this by building strong processes and teams around their vision, mission, and values so that they business can scale without breaking the bank, losing precious time, delaying execution, and frustrating the hell out of everyone, including their spouse. ;-)

Operational chaos ... Inadequate processes ... Wrong People in the Wrong Seats ... Not enough time ... the list goes on! BUT, this all is a thing of the past for our clients!

Our passion is empowering mission-driven leaders to thrive in their Sweet Spot! Freeing them up to spend their energy and focus building strategic relationships, generating leads, creating content, closing sales, and doing deals.

We do this by leading, managing and holding accountable the team THEY need to scale your business.

Position Summary:

Reports to: Operations Manager

The successful Administrative Lead ensures all project tasks are assigned and completed according to OTS standards in an efficient manner. Workload balancing, staff support, and third-party vendor management will be a requirement to successfully handle all facets of the OTS Administrative business.

Job Responsibilities:

- Forecast workloads based on projects created by the Client Success Leaders and Project Coordinators
- Maintain appropriate staffing levels utilizing temporary third-party labor sources to efficiently complete project tasks as assigned
- Ensure timely completion of tasks while maintaining the OTS standard
- Provide training, support, mentoring, and guidance to administrative staff and third-party staffing resources
- Measure and report utilization rates, billing details and payroll expenses to control waste and ensure profitability
- Facilitate weekly, monthly, quarterly, and annual meetings and reviews as required
- Act as a backup to the team by completing tasks during low staffing periods as required

- Create weekly, monthly, quarterly, and annual reports for leadership and business decision purposes
- Perform any additional tasks as required by OTS and its clients

Qualifications:

- Experience managing third-party vendors
- Working with budgets, forecasting and variable staffing models
- Ability to develop reports utilizing Excel or other reporting tools
- Proven ability to lead and coach remote teams
- Experience working with G-Suite and Microsoft Office
- Driven, competitive personality combined with innate creativity, a strong sense of urgency and a desire to elevate his/her career to the next level
- Ability to work independently and thrive in a fast-paced environment
- Excellent communication skills, both written and verbal
- Excellent time management and multi-tasking skills
- Use critical thinking skills to identify alternative solutions, conclusions or approaches to problems
- Motivated, goal oriented, persistent
- Start-up experience

Personal Attributes:

- Achievement driven; sense of urgency
- Positive attitude
- Strategic problem solver
- Comfortable with fast paced environment with changing priorities
- Proactive
- Independent and strategic thinker
- Ability to lead self and others

Location:

This position is 100% remote with occasional travel for company events

Compensation:

Organize to Scale offers a competitive wage as a 1099 contractor